



# Sample Parent and Guardian Notification Letter – English (Long-Term Trend Assessments)

**DIRECTIONS: Before this letter is distributed, be sure to insert the information required (indicated by bold type). Please select from the following ages and subjects:**

- Age 9 reading and mathematics
- Age 13 reading and mathematics
- Age 17 reading and mathematics

**(Insert Month, Day, and Year)\***

Dear Parent or Guardian:

I am pleased to announce that our school has been selected to participate in the National Assessment of Educational Progress (NAEP). Also known as *The Nation's Report Card*, NAEP was established by Congress in 1969 and is a program of the U.S. Department of Education. Since state assessments vary from state to state, NAEP is the only ongoing study that provides the nation with an overall picture of student achievement in various academic areas. NAEP also provides information on changes over time in reading and mathematics achievement.

Your child may be a part of a representative group of students selected from our school to participate in NAEP. Your child does not have to prepare for NAEP and participation will take about 90 minutes.

The NAEP long-term trend **(insert age and subjects)** assessments will take place on **(insert date)**. In addition to completing a test in one subject area, students will be asked questions about their experiences with the subject area of the test and other factors related to learning.

Participation in NAEP is voluntary and confidential. Students will not be required to finish the test or to answer all test questions. Names of students taking part in NAEP will not be recorded, and your child's grades or progress in school will not be affected by participating. Results of this NAEP administration will be reported for the nation.

If you would like more information about NAEP, you can visit the Web site <http://nces.ed.gov/nationsreportcard/> (Outside Source). You also can find a NAEP Demonstration Booklet that contains examples of test questions on the Web site and at the school office. If you do not want your child to participate in NAEP or if you have any questions regarding your child's participation, please contact **(insert school coordinator name and telephone number)**.

By taking part in NAEP, students help to improve public education, ensuring that all students receive the education they deserve. We appreciate the participation of every child who is selected. Thank you for your assistance.

Sincerely,

\* Note: In order to use this document to meet the NAEP parent and guardian notification requirement, it must be dated.